



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENVIRONMENTAL EDUCATION SPECIALIST

Job Number: 20001579

Job Code: 81680V150816

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 01/16/1992

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as an advisor to the directors/managers of agencies involved in environmental education. Provides consultative services and technical assistance to educators, environmental education centers, agencies, the general public, and others in planning, coordination, delivery, marketing and evaluation of environmental education programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in environmental education, public administration, natural resources or a related area.

Substitute EDUCATION for EXPERIENCE:

Graduate study in environmental education, public administration, natural resources or a related area will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in environmental education, public administration, natural resources or a related area will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Writes grant proposals, assists in the development of grant programs and/or administers grant-funded projects. Interprets and applies state and federal laws, rules, regulations and policies relating to environmental education programs. Provides technical assistance to educators in the integration and evaluation of environmental education in existing and future school curricula. Monitors and reports periodically on environmental literacy in Kentucky and assesses trends and needs in environmental education. Develops and distributes resource material, independently plans, coordinates and conducts environmental education workshops appropriate for schools and communities and works with environmental education centers and advisory committees which serve as networks for the dissemination of environmental education programs, materials and information across the state. Serves as technical advisor to Executive Director and assists in the development of a competitive system for awarding grants. Performs research through print media and computer data bases. Writes and submits reports and serves on committees.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.